



City of Austin - JOB DESCRIPTION



Accounts Payable Supervisor

FLSA:	Standard/Exempt	EEO Category:	(50) Para-Prof
Class Code:	10071	Salary Grade:	ZG3
Approved:	August 26, 1998	Last Revised:	February 01, 2008

Purpose:

Responsible for supervising the accounts payable function, including such activities as the timely payment of all vendor invoices and expense vouchers, and the maintenance of accurate records and reports.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Coordinates daily workflow to ensure timely preparation and approval of payment disbursement.
2. Coordinates, recommends, and implements processes and internal controls
3. Develops and plans section training and projects
4. Ensures that invoices and expenses are processed accurately and timely
5. Reconciles clearing accounts
6. Coordinates with other departmental divisions to ensure timely payment of invoices and expenses.
7. Resolves discrepancies within the City of Austin and external customers.

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of accounts payable processes
- Knowledge of various City of Austin processes and procedures related to accounts payable
- Ability to lead highly diverse workforce
- Ability to review and analyze performance measure data
- Strong communication skills
- Knowledge of Microsoft office products

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field related to the job, plus two (2) years related experience, one (1) year of which were in a lead or supervisory capacity.
- Experience may substitute for education up to four (4) years

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.